

**TEMPORARY LOAN FORM****Section 1 Moveable Property Loan Information**

<b>FROM</b>	Division:	Bureau:	Location Code:
<b>TO</b>	Division:	Bureau:	Location Code:
Period of Loan:		Effective date:	
<b>Tag Number</b> <b>17500-0</b>	<b>Make</b>		<b>Serial Number</b>
Owning Organization Property Control Manager	Signature	Date	
Receiving Organization Property Control Manager	Signature	Date	

**Section 2 Annual Physical Inventory Verification**

*I hereby verify that the above listed loaned item(s) is in place and accounted for during the annual physical inventory. I will also submit a copy of this form with Section 2 completed with my annual physical inventory packet.*

Receiving Organization Property Control Manager	Signature	Date
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**Section 3 Moveable Property Return Information**

<b>FROM</b>	Division:	Bureau:	Location Code:
<b>TO</b>	Division:	Bureau:	Location Code:
Owning Organization Property Control Manager	Signature	Date	
Receiving Organization Property Control Manager	Signature	Date	